



## **Support Coordination Related Requirements**

While the Emergency Regulations for the ID Waiver Congregate Residential Services Exceptional Supports Rate focus a great deal on provider requirements, it should be noted that support coordinators also play a role in the Exceptional Supports Rate process. The following are **support coordination related requirements**:

- For individuals who are currently residing in a training center or nursing facility, the support coordinator must provide information confirming that, based on the supports required by the individual in the last 90 days while he resided in a training center or nursing facility, the individual is unable to transition to the community. The qualifying individual's case manager shall consult with the DBHDS Community Integration Manager if the individual is currently residing in a training center.
- As always, the individual's support coordinator plays a role in submitting a service authorization request for exceptional supports to DBHDS' Preauthorization Consultant for determination as to whether the individual qualifies for exceptional supports.
- Providers complete the above mentioned Exceptional Supports Rate Request Application and forward it to the CSB support coordinator, who then relays it to the DBHDS Division of Developmental Services review committee, which shall make a determination on the application within ten business days.
- The support coordinator's records shall contain the following for each qualifying individual who is receiving Exceptional Supports:
  - The active protocol, for qualifying individuals currently enrolled in the ID waiver, that demonstrates extensive supports are being delivered in the areas of 'extensive support needs' in the SIS®. (For those qualifying individuals who are new to the waiver, a protocol shall be developed);
  - An ISP, developed by the qualifying individual's support team, that demonstrates the needed supports and contains support activities to address these;
  - Evidence of the provider's ability to meet the qualifying individual's exceptional support needs, for all that apply: documentation of staff training, employment of or contract with an RN, involvement of a behavior or psychological consultant, or crisis team involvement), and other additional requirements as set forth in 12VAC30-120-1062.

- At any time there is a significant change in the qualifying individual's medical or behavioral support needs, the provider is responsible for notifying the individual's support coordinator and document such changes in the qualifying individual's Plan for Supports. Upon receiving provider notification, the support coordinator shall confer with DBHDS about these changes to determine what modifications are indicated in the Plan for Supports, including whether or not the individual continues to qualify for receipt of the exceptional supports.
- As individuals qualifying for the Exceptional Supports Rate will also qualify for Enhanced Case Management (by virtue of their SIS<sup>®</sup> scores), the support coordinator shall have monthly face-to-face contacts with the qualifying individual.
- The support coordinator shall provide to DBHDS updated versions of the required documentation consistent with the requirements of 12VAC30-120-1012 at least every three years or whenever there is a significant change in the qualifying individual's needs or status. The provider is responsible for transmitting this information to the case manager.